

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
Denver, CO 80225-0047

IN REPLY TO:

1400-511 (HR-210,1510) P

October 11, 2002

EMS TRANSMISSION:

Instruction Memorandum No. HR-2003-001

To: All State Directors  
Attention: Personnel Officers

From: Director, National Human Resources Management Center

Subject: Transmittal of Standard Position Descriptions for Geographic Information System Specialists

Program: Human Resources, Position Classification

**Purpose:** This Instruction Memorandum (IM) transmits standardized Position Descriptions (PDs) with evaluation statements and Statements of Difference (SOD) for Geographic Information System Specialists. Corresponding Knowledge, Skills, and Abilities may be found at the National Human Resource Management Center website, Crediting Plan Library. Included with this IM is an attachment with sample duty statements for each of the four major elements of Geographic Information System (GIS) which are Geospatial: analysis, information management, program management/coordination, and policy and planning.

**Policy/Action:** The following standard position descriptions are forwarded for use:  
Geographic Information System Specialist, GS-301-05/07/09, PD number NS0047  
Geographic Information System Specialist, GS-301-09/11, PD number NS0048  
Geographic Information System Specialist, GS-301-11/12, PD number NS0049

GIS related duty statements are provided for use in those situations where the GIS work is to be added to another position description.

**Timeframe :** Effective immediately.

**Budget Impact:** None.

**Background:** These Position Descriptions were produced by the Geographic Information System Human Capital Group (GISHCG), a subcommittee to the Enterprise GIS Implementation initiative. The GISHCG studied both the current organizational structures and positions

performing GIS related work for the purpose of developing and producing a staffing/classification package for managers and Human Resources staff.

In their review the GISHCG found that titles and series vary for positions performing GIS work except that the positions were classified in the 301 series predominantly. It also determined that there is no “one size fits all” organizational structure for the most efficient performance of GIS work.

**Manual/Handbook Sections Affected:** N/A

**Coordination:** These position descriptions and the associated policy were coordinated with Jim Turner, the Enterprise Geographic Information Systems Initiative Manager; the State Geographic Information Program Managers; the Deputy State Directors for Support Services; Sherry Barnett, Deputy; Henri Bisson, Assistant Director for Renewable Resources and Planning; Warren Johnson, Assistant Director for Human Resources; and Human Resources Management personnel.

**Contact:** If you have any questions, please contact Todd Ryan, Human Resources Specialist (Classification), at (303)236-6669 or Jim Turner, E-GIS Project Manager at (303)236-0840.

Signed by:  
Linda D. Sedbrook  
Director, NHRMC

Authenticated by:  
Luron Porter  
Staff Assistant

#### 4 Attachments

- 1 - Geographic Information Specialist, GS-05/07/09, PD number NS0047 (10 pp)
- 2 - Geographic Information Specialist, GS-11, PD number NS0048 (9 pp)
- 3 - Geographic Information Specialist, GS-11/12, PD number NS0049 (9 pp)
- 4 - GIS Related Duty Statements (3 pp)

#### Distribution

ST-150, BLM Library  
HR-200